

**UNITED STATES DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT**

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In Reply Refer to:
1120/1262 (AZ-912) P

October 16, 2002

EMS TRANSMISSION: 10/16/2002
Instruction Memorandum No. AZ-2003-003
Expires: 09/30/2003

To: Arizona State Leadership Team

From: State Director

Subject: National Briefing Document System

DD: None

Purpose: This Instruction Memorandum establishes guidance to use the newly implemented National Briefing Document System (NBDS). This database allows Bureau of Land Management staff at every level to create, update and monitor briefing documents within a systematic process, ensuring accurate information on BLM issues, programs and projects.

Background: In an effort to streamline the briefing paper system, the Washington Office has implemented a reliable, searchable and centralized source to store and update key issues for the Director and other Bureau leadership. Please reference WO IM No. 2002-215, dated July 31, 2002, for more information about the NBDS.

Instead of developing briefing documents using MS Word or WordPerfect and e-mailing them to External Affairs, BLM staff will now generate them using the NBDS. This Lotus Notes database provides a standard template to input the information, and allows for timely and effective Field and State Office reviews.

External Affairs has implemented the NBDS, and has converted all Arizona briefing papers to the new system. Field Offices should now generate all briefing papers within the NBDS.

Prior to implementing the NBDS, training was provided to the External Affairs staff, and the Field Public Affairs Officers. The interface of this system is largely intuitive and familiar to most employees, since it is based within Lotus Notes. Any additional training may be requested from External Affairs or Field Office Public Affairs staff.

Policy/Action: The NBDS is available to all BLM staff and can be downloaded from Lotus Notes immediately. Attached are step-by-step instructions on how to download the database to your Lotus Notes workspace for easy access (see Attachment 1). Please review the attachment with this document. The NBDS link will have icons present to help download the User Guide, which provides the instructions for viewing, creating, updating, sharing, deleting, and printing the briefing documents.

The responsibility for generating briefing documents, as well as maintaining their accuracy, currency and content quality, remains in each of the State and Field Offices. The briefing documents should be coordinated through the Field Public Affairs Officer. Also, coordination and review of the briefing information in a timely manner will be equally as important. State Office External Affairs will be coordinating the State Office technical and editorial review process. Briefing documents generated from the field must be in an Inner Office document format. Once a briefing document is created, automatic notification is sent to External Affairs for review. When all reviews have been completed, the document will be edited for clarity and converted from an Inner Office document into a Bureauwide document, making it accessible to the rest of the Bureau.

Time Frame: This Instruction Memorandum is effective immediately.

Manual/Handbook Sections Affected: None

Contact: Please direct any questions regarding this Instruction Memorandum to Randy Henry, Writer/Editor for the BLM Arizona State Office at (602) 417-9682.

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Attachment:

1 – National Briefing Document System (1 p.)